

Trade Name Registration Packet

The enactment of the Omnibus Regulatory reform Act of 1998 requires that trade names be registered with the Department of Consumer and Regulatory Affairs (DCRA). Complete this application to register your trade name. A \$50.00 fee must be submitted for each trade name registration. Make check payable to DC Treasurer.

This Packet Includes:

Trade Name Application Form

Amendment & Cancellation Form

Important Information

INSTRUCTIONS TO REGISTER A TRADE NAME

1. Enter the trade name you want to register. Trade names *may* include the words "company", "and sons", or "and associates." Trade names *may not include* the true and real name of persons conducting the business, the words "corporation," "incorporated," "partnership," "limited", or any verification. Sexually explicit words or terms are also forbidden. **Registration of corporate, partnership or limited liability company names is not required.**
2. Enter the full legal name of the entity or individual using the trade name.
3. Check the appropriate type of entity. Check only one.
4. Enter your Federal Employer Identification Number (FEIN). You may also use your Social Security Number, if you do not have an FEIN.
5. Enter the full legal name of the person submitting the application. If same as response to Question 2, please indicate "Same as Question 2." If owner(s) of the trade name is/are individuals then provide the individual's name and address. The social security numbers should be provided if applicant does not have FEIN.
6. Enter applicant's title in business entity.
7. Enter the complete business address of business/individual identified in Question 2. All future mailings and any certification requested on this registration form will be sent to this address. Any address change must be submitted in writing to DCRA to the mailing address below.

Questions 8 and 9 apply to corporations, partnerships or limited liability companies only.

8. Enter the name, title and home address of one officer, director, manager or partner.
9. Enter the name, company and address of the registered agent.

The application must be signed and dated. Please also provide a phone number and email address. A certificate of trade name registration will be mailed once the trade name registration has been completely processed.

10. Make check for applicable fees payable to DC Treasurer. Send completed forms and payment to:

MAILING ADDRESS:

DCRA
CORPORATIONS DIVISION
ATTN: TRADE NAME REGISTRATION
941 N. CAPITOL STREET, NE, ROOM 7200
WASHINGTON, D.C. 20002

WEB SITE URL:

[HTTP://WWW.DCRA.DC.GOV](http://www.dcra.dc.gov)

OFFICE LOCATION:

BUSINESS LICENSE CENTER
941 N. CAPITOL STREET, N.E., ROOM 1100
WASHINGTON, D.C. 20002

HOURS OF OPERATION:

8:30 A.M. – 4:15 P.M.

CONTACT INFORMATION:

PHONE: (202) 442-4432 FAX: (202) 442-4523

Trade Name Registration Form: Important Information

Legal Background

- The enactment of the DC Omnibus Law 20-212 requires individuals to register trade names with the DC Department of Consumer and Regulatory Affairs.
- The new law allows businesses to use fictitious names in conducting business, including transacting business with vendors and financial institutions.
- The trade name registration officially records the names of all owners associated with a fictitious name.
- Businesses with fictitious names can now undertake legal action under the trade name registration.
- Businesses with can change the name, change ownership, or cancel the trade name registration.
- Businesses may include the words *company*, *and sons* or *and associates* in the trade name.
- Businesses are prohibited from using names that include the true and real name of the person conducting the business, sexually explicit or other forbidden terms, or the term *corporation*, *incorporated*, *partnership*, *limited*, or *inc*.

Name Changes and Cancellations

A business entity must file an amendment to a trade name with the Department when:

- The true and real name of a person conducting a business with a trade name registered in the District changes.
- The mailing address set forth on the registration or on any filed amendment change
- A transfer occurs

A business entity must file a cancellation with the Department when: use of a trade name discontinued. A business entity must file a notice of cancellation and a new trade name registered before conducting or transacting any business when:

- An addition, deletion, or change of persons or persons conducting or transacting business on behalf of the trade name occurs.
- The wording or spelling of the trade name changes

Registration and Renewal

Certification will be required on the application for trade name of the registration of the authorized persons of the business entity including, but not limited to the following types of business registrations:

- The sole proprietor of a sole proprietorship
- A general partner of a foreign or domestic general or limited partnership or limited liability partnership.
- An organizer or managing member of a foreign or domestic limited liability company
- An incorporator, director, or officer of a foreign or domestic corporation.

If the trade name registration is related to a person registered with a master business license the trade name registration shall have the same expiration date as the master business license. Otherwise, the registration will remain in effect for two years from the date of issuance.

Required Registration and Certification

Unless exempt under section 47-2851.2 of the District of Columbia Code.

- Registration with other agencies does not preclude any person from filing a similar trade name with the Department.
- Registration with the Department may not satisfy the legal requirements for registration with other agencies including the Alcohol Beverage Control Regulation Administration.

Public Accessibility to Trade Name Records

- *The Department shall maintain a comprehensive trade name database of all registered trade names that shall be available to the public. Any person may search the online trade name database.*



Trade Name Registration Form

INSTRUCTIONS: Complete the form below to register your trade name. Make copies of this form to register additional trade names. There is a \$50 fee for each registration. Make check payable to DC Treasurer. Mail your completed form and payment to the address below.

DCRA
CORPORATIONS DIVISION
ATTN: TRADE NAME REGISTRATION
941 N. CAPITOL STREET, NE, ROOM 7200
WASHINGTON, D.C. 20002

FEES:

\$50.00 for registration of **each** trade name
\$50.00 for renewal of each trade name
\$25.00 for each amendment to a registered trade name
\$25.00 for each cancellation of a registered trade name
\$10.00 for each Certificate of Fact
\$25.00 for each Certified copy of Certificate of Fact

Enclose \$50.00 for each Trade Name Registration.

Total Number of Trade Name
Registrations: _____

Total fee(s) Enclosed: \$ _____

1. TRADENAME: *(Please print the Trade Name as it should appear on the certificate)*

2. FULL LEGAL NAME OF ENTITY/INDIVIDUAL USING THE TRADENAME:

3. TYPE OF ENTITY: *(Check only one)*

- ☐ Sole Proprietor
☐ Corporation
☐ Limited Liability Company
☐ Limited Liability Partnership
☐ Limited Partnership
☐ General Partnership

4. FEIN NUMBER: *(Use your Social Security Number if you do not have a Federal Employee Identification Number)*

5. FULL LEGAL NAME OF PERSON SUBMITTING THIS FORM: *(If same as Question 2, indicate "Same as Question 2")*

6. APPLICANT'S TITLE IN BUSINESS ENTITY:

7. COMPLETE BUSINESS ADDRESS: *(Provide business address of entity/individual indicated in Question 2)*

Street address

City

State

Zip code

For corporations, partnerships and limited liability companies:

8. NAME AND HOME ADDRESS OF ONE OFFICER/DIRECTOR/MANAGER/PARTNER:

Name _____ Title _____

Home address

City

State

Zip code

9. NAME AND ADDRESS OF REGISTERED AGENT:

Name _____ Company _____

Street address

City

State

Zip code

I certify that the information in this TRADE NAME REGISTRATION APPLICATION in the District of Columbia is true.

Signature of Business Owner (Required)

Date

(_____) _____

Business Telephone Number

E-mail Address

For Office Use Only

Registration Number _____

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commit the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly to any instrumentality of the District of Columbia government, under circumstance in which the statement could reasonably be expected to be relied upon as true. (D.C. Code §22-2405)

D.C. INSPECTOR GENERAL HOTLINE

If you are aware of corruption, fraud, waste, abuse, or mismanagement involving any D.C. government agency, official or program, contact the Office of the Inspector General (OIG) at the OIG Hotline, (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous. By law, government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties or criminal prosecution in appropriate cases.

NOTICE OF NON-DISCRIMINATION

In Accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residence or business. Discrimination in violation of the act will not be tolerated. Violators will be subject to disciplinary action.

Trade Name Amendments & Cancellations Form

INSTRUCTIONS:

If you are making modifications to a Trade Name Registration or need to cancel a previous registration, please complete the information below. Make check payable to DC Treasurer. Mail your completed form and payment to the address below.

DCRA
 CORPORATIONS DIVISION
 ATTN: TRADE NAME REGISTRATION
 941 N. CAPITOL STREET, NE, ROOM 7200
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FEES:

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 \$25.00 for each amendment to a registered trade name
 \$25.00 for each cancellation of a registered trade name
 \$10.00 for each Certificate of Fact
 \$25.00 for each Certified copy of Certificate of Fact

I. CANCEL REGISTRATION. Complete this section to cancel the original registration:

TRADENAME	Date filed	Registration No.
<hr/>		
Current owner's signature (required)	Date of cancellation	

II. CHANGE OWNERSHIP. To change ownership, you must first cancel the original registration (Section I above), then complete this section:

TRADENAME	Date filed	Registration No.
<hr/>		
New owner of trade name (please print)	Signature (required)	
Effective date of new ownership: _____		

III. CHANGE NAME. To change a trade name, you must first cancel the original registration (Section I above), then complete this section:

TRADENAME	Date filed	Registration No.
<hr/>		
New Trade Name	Owner's signature (required)	
Effective date of name change: _____		

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